TS-EAS - EAC-CPF team

Place: Virtual meeting, Zoom

Date: Friday, 4 June 2021, 7am Boston / 1pm Berlin / 9pm Melbourne

Participants: Ailie, Iris, Karin, Kerstin, Mark, Sara, Silke

Notes: Sara

Minutes

- Status Feedback on Call for Comments (Karin, Mark, Silke)
  - Minimal feedback so far, some coming directly to EAC-CPF team
    - Encourage commenters to use the approved channels for comments
    - Will follow up with commenters to ask for examples, e.g., for assertions
  - SNAC Tech Infrastructure Team meeting soon to discuss the Call for Comments, so will hopefully get their feedback this month
  - EAD Team will provide their feedback in early July; they are focusing on places where the revised schema overlaps with EAD
  - Reminder that the Call for Comments period closes at the end of June to be sent out shortly
- Best Practices Guide (Ailie)
  - See: https://github.com/SAA-SDT/TS-EAS-subteam-notes/blob/master/eaccpf-subteam/meeting-minutes/2021/bestPracticeGuidePlan.pdf
    - Plan compiled information from last year's annual meetings and the topic papers
  - Need to decide what to focus on for the first draft
    - Top priorities: Name encoding, Place encoding, Date encoding, Relations, Internal Referencing, External Referencing, and Assertions
    - Team members working on these areas should focus on the text and leave the encoding examples for later in the year
      - Wim and Gerhardt have agreed to help with this
    - Anything that is currently unassigned can remain so until new team members are appointed
    - When drafting BP text for overlapping elements or attributes in EAC-CPF and EAD, focus on the changes to EAC-CPF and leave EAD best practice for later
  - Self-imposed deadline: end of 2021
    - This will coincide with the timing for the EAC-CPF 2.0 release
    - Use this summer to get a head start on the BP Guide so that work doesn't pile up toward the end of the year
  - Formatting/Publishing
    - Formatting should be consistent across areas
      - Ailie will draft suggestions to get things started; look for that in the next 2 weeks
    - May depend somewhat on where/how the BP Guide is published

- ■ The Schema Team is looking into options for publishing (e.g., GitHub pages)
  - ● If anyone sees something they like, let the Schema Team know
- ○ Will continue to discuss the BP Guide in upcoming meetings
- ● Any other business (all)
  - ○ New members are now being confirmed and should be announced soon
    - ■ The BP Guide could be a good onboarding activity
    - ■ Will also encourage native English speakers to take on work with the Tag Library
- ● Next meeting
  - ○ planned: Friday, 2 July 2021, 7am Boston/1pm Berlin/9pm Melbourne